**November 5, 2013**

**Mr. Moses Hampton**

**Talbot Thingamajig, Inc.**

**4618 ¾ William Flynn Hwy.**

**Allison Park, PA 15101**

**Dear Mr. Hampton:**

**I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in** **France.** **I chose to study** **France in my training course because** **it's an easy culture to understand the food is great and I know some of the language.**

**Over the course of the next 7 ½ weeks, I expect to learn about** **France's** **culture, food, business etiquette and some important phrases in** **French.** **Having this knowledge will** **help me with understanding their ways of life and culture.**

**Lastly, I think I would be a great addition to this team because** **I know a little bit of French and I understand a little bit of their culture*.* I work well with others and I don't take all the credit for myself.**

**Thank you for your time and consideration. I look forward to hearing from you soon.**

**Sincerely,**

**Alex Singer**

**3215 Camberly Dr.**

**Gibsonia PA 15044**